Senior High School

English for Academic and Professional Purposes

Quarter 2 - Week 3:

Writing the Report Survey/Field Report/Laboratory/Scientific Technical Report

DepED
DEPARTMENT OF EDUCATION

Lesson 1

Disseminating Information From Surveys

What's New

What do you do with the data or information you have collected after conducting your survey? Information or data gathered from surveys should be properly organized before it could be disseminated.

What is It

According to Cambridge International Organization, data can be organized in several ways. Which method is chosen depends largely on the type of data being collected. A simple way of recording the results is by constructing a **tally and frequency table.**

For example, a survey is carried out to test the manufacturer's claim that there are 'about 36 chocolate buttons in each packet.' The number of buttons in each of 25 packets is counted, giving the figures below.

35	36	34	37	36	36	38	37	36	35	38
34	35	36	36	34	37	38	37	36	35	36
36	37	36								

Displayed as a list, the numbers are not clear, however, they are easier to analyze if they are recorded in a tally and frequency chart like this.

Number	Tally	Frequency
34	III	3
35	IIII	4
36	~~IIII~~ ~~IIII~~	10
37	~~IIII~~	5
38	III	3

The tally column is filled in as the survey is being carried out. The frequency column is completed by counting up the tally marks at the end of the survey.

Sometimes if there is a big range in the data, it is more useful to group the data in a **grouped frequency table**. The groups are chosen so that no data item can appear in two groups.

For example, the ages of 30 residents in a Home for the Aged are shown below:

98	71	76	77	72	78	77	73	76	86
75	79	81	105	100	74	82	88	91	96
85	90	97	102	83	101	83	84	80	95

onstructing a tally and frequency table with a list of individual ages will not be very useful as most ages in the range will only have one or two results. Grouping the data into the age ranges 71-80, 81-90, etc. produces this more useful table.

Age	Tally	Frequency
71-80	𝍸 𝍸 II	12
81-90	𝍸 IIII	9
91-100	𝍸 I	6
100-110	III	3

The ages could have been grouped 71-75, 76-80, 81-85, etc. The group size is the decision of the person collecting the data, but it is important that the groups are all the same size and do not overlap.

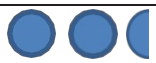
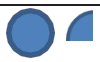
Displaying data

Once the data has been collected, it can be displayed in several ways. Which method is chosen depends on the type of data collected and the audience it is intended for. One of the simplest and most effective is to use a **pictogram**.

This method uses pictures to represent the frequency. The chocolate button data can be displayed on a pictogram like this, using one circle to represent one chocolate button.

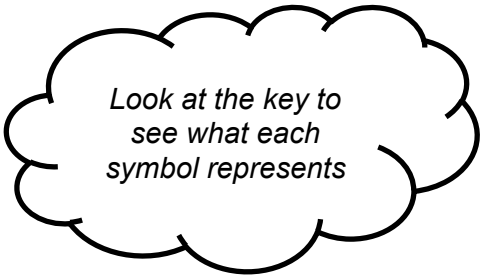
Number of chocolate buttons	Frequency
34	○○○
35	○○○○
36	○○○○○○○○○○
37	○○○○○
38	○○○

Sometimes one symbol represents more than one item. In the pictogram below, each circle represents four chocolates and fractions of a circle represents smaller amounts.

Number of chocolate buttons	Frequency
34	
35	
36	
37	
38	

Key

 = 4 chocolates



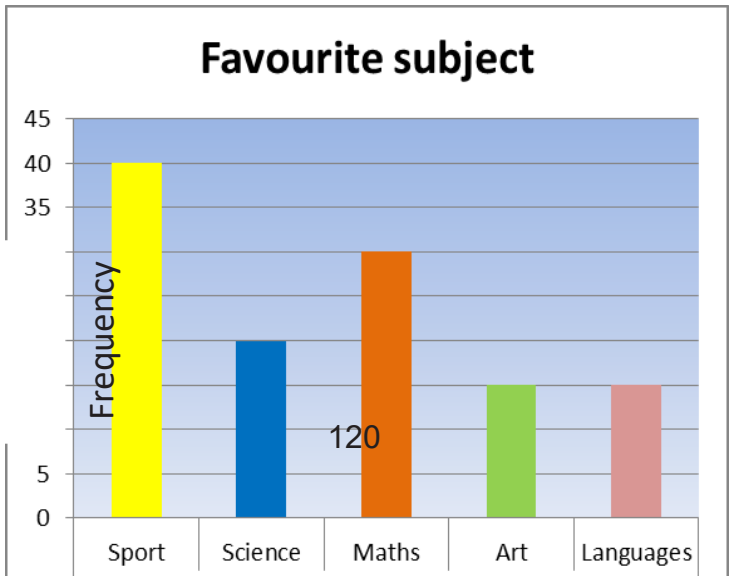
Probably the most common way of displaying data is the **bar graph** or **frequency diagram**. It is quick and easy to draw, and straightforward to understand.

Worked example

A school of 120 students carry out a survey to see which subjects are most popular. Their results are shown in the frequency table.

Subject	Frequency
Sport	40
Science	20
Maths	30
Art	15
Languages	15
Total	120

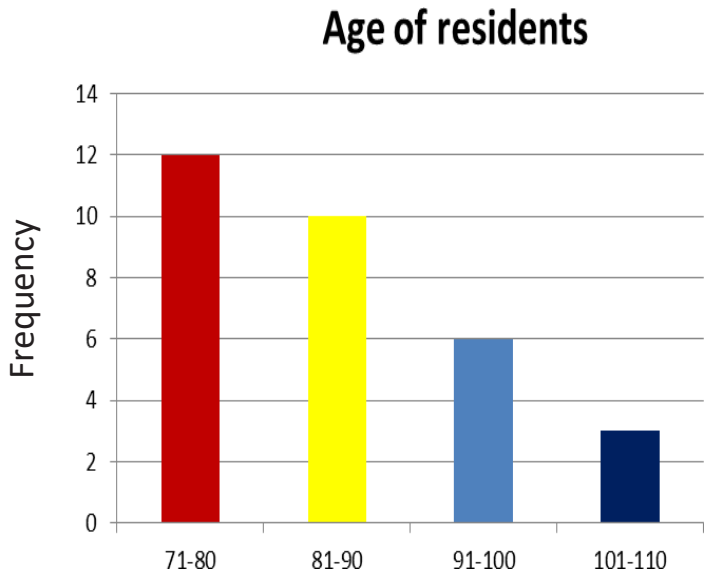
Show this information on a frequency diagram



The graph is fully labeled.

The bars are all the same width and do not touch. The height of each bar represents the frequency.

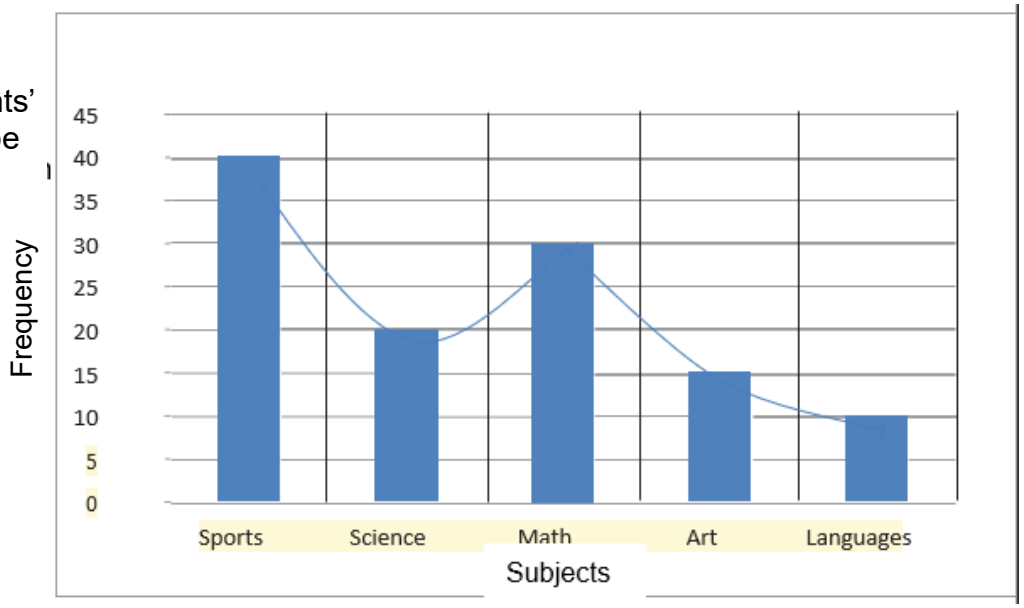
Frequency diagrams can also be used to display grouped data, such as the ages of the residents in the care home.



As before, the bars are all the same width and do not touch.

An alternative to a frequency diagram is a **bar-line graph**. Instead of bars, lines are drawn to represent the frequencies. The height of each line indicates the frequency.

The data about students' favorite subjects can be shown on a bar-line graph like this.



Subjects

In frequency diagrams and bar line graphs, each frequency is represented by the height of a bar or line. Another way of displaying data is on a pie chart. On these, each frequency is represented by a fraction of a circle.

Worked example
Look again at the data about students' favorite subjects. Show this information on a pie chart.
First you need to express the frequency of each subject as a fraction of the total number of students

Sports is 40 = 1 of the total,
120 3

Science is 20 = 1 ,
120 6

Math is 30 = 1 of the total
120 4

And Art and Languages are 15= 1 each.
120 8

To draw the pie chart without a protractor, an understanding of fractions helps. For example, Sport and Science together represent half of the total, and Math, Art and Languages represent the other half of the total.

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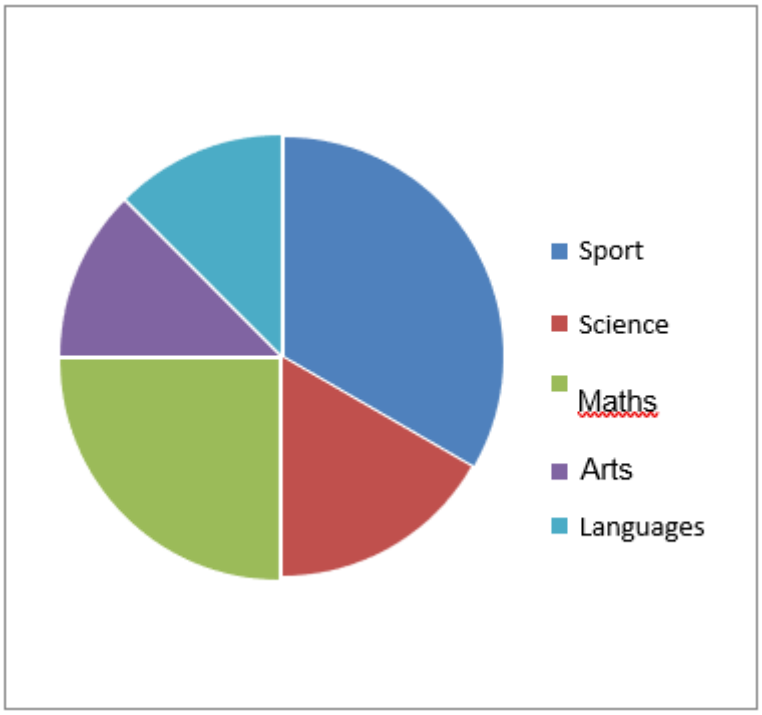

The pie chart has a heading and a key, and each slice is clearly labeled.

The pie chart is divided into slices, which are fractions of the circle. The size of each slice represents the frequency, as a fraction of the total number of students.

Lesson 2

Summarizing Findings and Executing The Report Through Survey

What Is It

A component of summary of the findings is to provide a discussion for each of the findings, using anchor verbiage that justifies rather than distorts the intent of the findings. Findings are important or relevant based on the aim and scope of your study.

A summary is a composite of the key ideas of a piece of writing, restated in your own words – i.e., paraphrased. You may write a summary as a stand-alone assignment or as part of a longer paper. Whenever you summarize, you must be careful not to copy the exact wording of the original source.

Summarizing teaches students how to distinguish the most important ideas in a text, how to ignore irrelative information, and how to incorporate the central ideas in a meaningful way. Teaching students to summarize improves their memory for what is read.

Due to clarity demand, summary of findings must contain each specific question under the statement of the problem and must be written first to be followed by the findings that would answer it.

The findings should be textual generalizations, that is, a summary of the important data consisting of text and numbers.

Summary of findings should be a short statement such as the main purpose of the study, the population or respondents, period of the study, method of research used, research instrument and sampling design Findings should be written in textual generalization, that is, a summary of the important data consisting of **text and numbers**.

How to Write a Summary

Preparing to Write: To write a good summary it is important to thoroughly understand the material you are working with. Here are some preliminary steps in writing a summary.

1. **Skim** the text, noting in your mind the subheadings. If there are no subheadings, try to divide the text into sections. Consider why you have been assigned the text. Try to determine what type of text you are reading with. This can help you identify important information

2. Read the text**, highlighting** important information and taking notes.

3. In your own words, write down the **main points** of each section.

4. Write down the key support points for the main topic, but do not include minor detail.

5. Go through the process again, making changes as appropriate.

https://www.google.com/search?q=what+is+a+survey+report&oq=what+is+a+survey+report&aqs=chrome..69i57j0l5.13683j1j7&sourceid=chrome&ie=UTF-. Accessed November 18,2018

Lesson

3

Writing A Survey Report

Survey report

Is a formal piece of **writing** based on research. When **reporting** the results of a **survey**, the figures gathered should be given in the form of percentages and proportions.

Survey
Is a method of collecting information or data in which people self-report their own opinion/behaviors in response to the questions?

The purpose(s) of writing a survey report is to study a research topic thoroughly, and to summarize the existing studies in an organized manner. It is an important step in any research project

Steps in Writing a Survey Report

1. Break the report into separate sections with heading. Survey reports usually use headings for each section.
2. Write 1–2-page executive summary paraphrasing the report.
3. State the objectives of the summary in the background section.
4. Provide background information by explaining research and studies.

Tips in conducting a successful Survey

1. Make sure that every question is necessary.
2. Keep it short and simple.
3. Ask direct questions.
4. Ask one question at a time.
5. Avoid leading and biased questions. 6. Speak your respondent's language.
6. Use response scales whenever possible
7. Avoid guiding grids or matrices for responses.

A **Survey Method** is the technique of gathering data by asking questions to people who are thought to have desired information. A formal questionnaire is prepared. Generally a non-disguised approach is used. The respondents are asked questions on their demographic interest or opinion.

Guidelines for Writing the Survey Report

1. Value Communicated
   Objective, accurate and honest presentation of facts and results
2. Basic Content
   a. May consist of eyewitness accounts of first – hand information.
   b. May contain facts, data, figures or statistics on or from people, events, phenomena, structures, experiments, questionnaires, interviews, and library research.
   c. May include materials and procedures or methods.
3. Modes of Ordering
   a. Chronological or time order.
   b. Geographical or space / spatial order
   c. Logical – Inductive and Deductive
   d. Problem – Solution
   e. Cause and Effect
   f. Formal
   g. Abstract – Introduction – Background – Statement of the problem
   h. Materials – Method or Procedure – Results – Discussion – Summary
   i. Conclusion and Recommendation

4. Basic Qualities of a Good Report
    a. Objective, not subjective point of view.
    b. Accurate, not sloppy presentation of facts, numbers, statistics and data
    c. Honest, nor false or incomplete details and results
    d. Brief and direct

HOW TO WRITE A SURVEY REPORT
A survey report is a formal piece of writing based on research.

I – Structure

Introduction
State the purpose/aim of the report, when and how the information was gathered.

Main Body
All the information collected and analyzed is presented clearly and in detail (break down the respondents into groups according to sex, age and place of residence, state the main differences between groups). Subheadings, numbers or letters can be used to separate each piece of information.

Conclusion
Sum up the points mentioned above. If necessary a recommendation can be included as well (one way of summing up is making some general comments).

II. Useful hints and phrases:
Present Tenses, Reported Speech and an impersonal style should be used in survey reports. Use a variety of reporting verbs such as claim, state, report, agree, complain, suggest, etc.

When reporting the results of a survey, the figures gathered should be given in the form of **percentages and proportions.** Expressions such as “one in four” or “six out of ten” can be used, or exact percentages e.g. 25% of the people questioned, 68% of those who filled in the questionnaire, etc. Less exact expressions such as: the majority of those questioned, a large proportion of, a significant number of, etc. can also be used.

III. Useful language for reports:

To introduce: The purpose/aim of this report, As requested, This survey was carried out/ conducted by means of…, the questionnaire consisted of etc.

To generalize: In general, generally, on the whole, etc.

To refer to a fact: The fact is that…, In fact, In practice, etc.

To conclude/ summarize: In conclusion, all things considered, To sum up, All in all, It is not easy to reach any definite conclusions, if any conclusions may be drawn from the data, It is clear that, The survey shows/indicates/demonstrates, etc.

https://newyorkessays.com/essay-how-to-write-survey-report-essay/.Accessed November 25,2018